How to use Google docs to create a PowerPoint presentation:

Students go to Google>

Log In>

First letter of first name, first 3 letters of last name, last 4 number of ID @csddocs.org

(example log in [JDOE1234@csddocs.org](mailto:JDOE1234@csddocs.org)).

Full ID number as password

Once logged in click on **Drive (top of screen)**

Then go to **Create (left of screen)**

Click > **Presentation**.

They can create their "PowerPoint" style presentation there (it isn't REALLY PPT, but very similar).

To get it to Ms. Straw there are 2 options:

Option 1: They share it with you.

Option 2: They email it to you.

lacee.straw@csddocs.org

Option 1: To share, students need to be in the presentation and click the blue Share button (top left –has a lock on it). It will ask them to name the presentation and then "invite" people to share it with. That is where they would add your csddocs name to have it share with you.

Option 2: To email it to you, students click on Mail (top of screen) and compose an email to your csddocs name. At the bottom of the email there is a paperclip (to attach things… hover the mouse near that and it will give you other options including a triangle (symbol for Google Drive) that they click on- it will open their drive documents and they select the presentation and add it to the email. Send.

lacee.straw@csddocs.org

If you have a PowerPoint program at home, you can use that instead of Google docs. You **MUST Email** Ms. Straw your PowerPoint. ***No Flash Drives!***